**FACT SHEET**  
2019-2020

**CONTACTS**

Ms Catherine MARÉCHAL  
Head of International Affairs  
catherine.marechal@uclouvain.be  
Tel. +32 10 47 83 23

Ms Muriel EVRARD  
Incoming Students Coordinator  
ingoingexchange-ism@uclouvain.be  
Tel. +32 10 47 83 22

Ms Caroline GILLARD  
Outgoing Students Coordinator  
outgoingexchange-ism@uclouvain.be  
Tel. +32 10 47 84 67

Ms Estelle TONON  
IB & DD Programmes Officer  
International admissions  
estelle.tonon@uclouvain.be  
Tel. +32 10 47 45 79

Prof. Pierre Semal  
Vice-Dean for International Affairs

**SCHOOL ADDRESS**

Louvain School of Management  
International Office  
Place des Doyens, 1  
1348 - Louvain-la-Neuve  
Belgium

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**EXCHANGE STUDENTS**

**IMPORTANT INFORMATION**

**APPLICATION DEADLINES**

| Nomination deadlines | In order to nominate your students, please send an email to Ms Muriel Evrard: incomingexchange-ism@uclouvain.be  
You will receive the link to a form to fill in with the students' information.  
Please fill in this form before:  
• April 20 for Term 1/Year  
• October 20 for Term 2/Year |
|----------------------|---------------------------------------------------------------|
| Registration deadlines | • **May 15**: registration deadline for Term 1/Year Exchanges  
• **November 15**: registration deadline for Term 2/Year Exchanges |
| Required documents | The LSM International Office will e-mail the application instructions to the exchange students (with copy to the home university coordinator).  
All students must complete and return the following documents:  
• **UCL registration form** signed by student  
• **Copy of passport** (or identity card) where the nationality clearly appears  
• **Transcripts of records** of all preceding years in higher education  
• **Three passport-sized color pictures** with white background  
• **University Regulation and Data Protection document** signed by student.  
The ECTS learning agreement signed by the student and the home academic coordinator will need to be provided after application is confirmed. |

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**EXCELLENCE & ETHICS IN BUSINESS**

Louvain School of Management, Université Catholique de Louvain  
Place des Doyens, 1, B1348, Louvain-la-Neuve, Belgium
### Academic Calendar 2019-2020

#### Term 1, 2019 (Fall) - 2 consecutive parts of 6-week intensive courses

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Mandatory ‘Orientation Day’</td>
<td>September 13&lt;sup&gt;th&lt;/sup&gt;, 2019</td>
</tr>
<tr>
<td>Official start</td>
<td>September 16&lt;sup&gt;th&lt;/sup&gt;, 2019</td>
</tr>
<tr>
<td>Induction week</td>
<td>September 16&lt;sup&gt;th&lt;/sup&gt; to 18&lt;sup&gt;th&lt;/sup&gt;, 2019</td>
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<tr>
<td>Last day to confirm registration to courses</td>
<td>September 25&lt;sup&gt;th&lt;/sup&gt;, 2019</td>
</tr>
<tr>
<td>Part 1 (week 1 &gt; 8) incl. evaluation in week 8</td>
<td>September 19&lt;sup&gt;th&lt;/sup&gt; to November 8&lt;sup&gt;th&lt;/sup&gt;, 2019</td>
</tr>
<tr>
<td>Part 2 (week 9 &gt; 14)</td>
<td>November 11&lt;sup&gt;th&lt;/sup&gt; to December 21&lt;sup&gt;st&lt;/sup&gt;, 2019</td>
</tr>
<tr>
<td>Exam schedule availability &amp; registration period</td>
<td>As from mid-November to end of November 2019</td>
</tr>
<tr>
<td>Winter break</td>
<td>December 23&lt;sup&gt;rd&lt;/sup&gt;, 2019 to January 3&lt;sup&gt;rd&lt;/sup&gt;, 2020</td>
</tr>
<tr>
<td>Exam session</td>
<td>January 4&lt;sup&gt;th&lt;/sup&gt; to 25&lt;sup&gt;th&lt;/sup&gt;, 2020</td>
</tr>
<tr>
<td>Transcript of Records availability</td>
<td>As from mid-February 2020</td>
</tr>
</tbody>
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#### Term 2, 2020 (Spring) - 2 consecutive parts of 6-week intensive courses

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Mandatory ‘Orientation Day’</td>
<td>January 31&lt;sup&gt;st&lt;/sup&gt;, 2020</td>
</tr>
<tr>
<td>Official start</td>
<td>February 3&lt;sup&gt;rd&lt;/sup&gt;, 2020</td>
</tr>
<tr>
<td>Last day to confirm registration to courses</td>
<td>February 9&lt;sup&gt;th&lt;/sup&gt;, 2020</td>
</tr>
<tr>
<td>Part 1 (week 1 &gt; 7) incl. evaluation in week 7</td>
<td>February 3&lt;sup&gt;rd&lt;/sup&gt; to March 20&lt;sup&gt;th&lt;/sup&gt;, 2020</td>
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<tr>
<td>Part 2 (week 8 &gt; 15) incl. Spring Break in weeks 10-11</td>
<td>March 23&lt;sup&gt;rd&lt;/sup&gt; to May 16&lt;sup&gt;th&lt;/sup&gt;, 2020</td>
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<tr>
<td>Spring Break</td>
<td>April 6&lt;sup&gt;th&lt;/sup&gt; to April 18&lt;sup&gt;th&lt;/sup&gt;, 2020</td>
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<tr>
<td>Exam schedule availability &amp; registration period</td>
<td>As from mid-March to end of March 2020</td>
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<tr>
<td>Study period break</td>
<td>May 18&lt;sup&gt;th&lt;/sup&gt; to May 31&lt;sup&gt;st&lt;/sup&gt;, 2020</td>
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<tr>
<td>Exam session</td>
<td>June 2&lt;sup&gt;nd&lt;/sup&gt; to 27&lt;sup&gt;th&lt;/sup&gt;, 2020</td>
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<tr>
<td>Transcript of Records availability</td>
<td>As from mid-July 2020</td>
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#### Resit Exam Session for Term 1 & 2

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<tr>
<th>Event</th>
<th>Dates</th>
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<tr>
<td>Exam schedule availability &amp; registration period</td>
<td>As from beginning of July to mid-July 2020</td>
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<tr>
<td>Re-sit Exam session (Term 1 &amp; 2)</td>
<td>August 17&lt;sup&gt;th&lt;/sup&gt; to September 3&lt;sup&gt;rd&lt;/sup&gt;, 2020</td>
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<tr>
<td>Adjusted Transcript of Records availability</td>
<td>As from mid-September 2020</td>
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# Fact Sheet 2019 - 2020

## Areas of Study

**Courses**

- Master in Management
- Master in Business Engineering


| Course Workload | A course of 5 ECTS = 30 contact hours
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<tr>
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<th>A normal workload = 30 ECTS (minimum required = 20 ECTS)</th>
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</table>
| Teaching languages | English: full track
|                  | French: for a few courses                                 |
| UCLouvain Grading System | Grades are given on a scale of 1-20, 10 being considered as the minimum passing grade. |
| Grade           | 20 | 19 | 18 | 17 | 16 | 15 | 14 | 13 | 12 | 11 | 10 | <10 |
| % students      | 0.5 | 1.6 | 4.4 | 7.3 | 12.3 | 14.6 | 15.6 | 13.8 | 11.8 | 9.7 | 7.9 | - |
| ECTS Grade      | A  |    |    |    |    |    |    |    | D  |    | E  | F  |
| French language courses | French language courses at ILV (UCLouvain's language school) are FREE (if part of the student's programme) and available each semester (visit [uclouvain.be/en/study/llv/exchange-students](http://uclouvain.be/en/study/llv/exchange-students)).
|                 | French language courses at CLL (private school on the LLN site) available two weeks before each semester and during the semester (visit [cll.be](http://cll.be)). |

## Accommodation

**Contact**

UCLouvain Accommodation office

(« Service des Logements de l’UCL »)

Rue de la Gare 6 B-1348 Louvain-La-Neuve


As from nomination, the student should look for an accommodation. Finding an accommodation is the student's responsibility

**Important info at:**


Student accommodation on-campus is available for every student. They are of two kinds:
- university housing
- private owners

We strongly advise students to book a room in advance if they want to take advantage of the UCLouvain Housing Service. Applications for a UCLouvain accommodation start in March until July 31 for the Fall term and until November 30 for the Spring term.

If the student prefers to look for housing by her/himself, she/he must plan to arrive at least 2 weeks before the LSM Information Session

**Conditions & costs**

For an entire academic year: lease from September 15th to July 14th (10 months).

For the first semester: lease from September 15th to January 31st

For the second semester: lease from February 1st to July 14th

Rent ranges from € 240 to € 340 per month. A deposit is usually required.
**FACT SHEET 2019 - 2020**

**Visa**

From non-European Union countries, the ASP student visa is compulsory. Chinese exchange students are exempt from the ASP procedure. Once having received the complete registration package from the student, LSM International Office transfers the documents to the UCLouvain Office of the Registrar. As soon as the UCLouvain account is activated, the student will be able to download the document needed for Visa application (process will be provided to students in due times). This document has to be send to the Embassy/Consulate in order to apply for the visa.


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**Useful Information**

**Contact**

The Belgian embassy or Belgian consulate in your country

For more information visit: diplomatie.belgium.be/en/services/embassies_and_consulates

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**Health Insurance**

All students must have a copy of their health insurance certificate (European health card or proof of private insurance certificate)

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**Students Associations**

- uclouvain.be/fr.etudier.associations-etudiantes
- LSM Club
- CEMS Club

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**Buddy system, welcome service, trips and lots more**

**Brings together LSM students, develops activities in collaboration with companies and other student associations**

**Promotes the interest of LSM and incoming CEMS students, facilitates the interaction with CEMS Corporate Partners**

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**Student Services**

- Libraries
- Sports
- Social, psychological and health support: uclouvain.be/fr/etudier/aide
- University restaurant

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**Living Costs**

uclouvain.be/en/study/alimentation-et-vie-courante

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